

**AT A REGULAR MEETING OF THE MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY, HELD ON
THE 2ND DAY OF FEBRUARY 2009, 7:00 P.M., COUNTY ADMINISTRATION CONFERENCE ROOM,
MONTGOMERY COUNTY GOVERNMENT CENTER, CHRISTIANSBURG, VIRGINIA:**

PRESENT:	James Politis	-Chair
	Gary Creed	-Vice Chair
	Mary Biggs	-Secretary-Treasurer
	John Muffo	-Member
	Annette Perkins	-Member
	Doug Marrs	-Member
	Robert C. Fronk	-PSA Director
	Marty McMahon	-County Attorney
	Malvin Wells	-Planning Commission

ABSENT:	William Brown	-Member
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CALL TO ORDER

Chair Politis called the meeting to order and determined that a quorum was present.

ELECTION OF OFFICERS

**R09-02-1
RESOLUTION APPROVING
ELECTION OF CHAIR**

On a motion by Annette Perkins, seconded by Mary Biggs, and carried; IT WAS RESOLVED, that Gary D. Creed be and hereby is elected Chair of the Montgomery County Public Service Authority until term expiration date of February 17, 2010, or until the election of his successor.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
John Muffo		William Brown
Gary Creed		
Annette Perkins		
Doug Marrs		
Mary Biggs		
James Politis		

**R09-02-2
RESOLUTION APPROVING
ELECTION OF VICE CHAIR**

On a motion by Annette Perkins, seconded by Doug Marrs, and carried; IT WAS RESOLVED, that James D. Politis be and hereby is elected Vice-Chair of the Montgomery County Public Service Authority until term expiration date of February 17, 2010, or until the election of his successor.

The vote on the foregoing motion is as follows:

AYE
John Muffo
Gary Creed
Annette Perkins
Doug Marrs
Mary Biggs
James Politis

NAY

ABSENT
William Brown

**R09-02-3
RESOLUTION APPROVING
ELECTION OF SECRETARY-TREASURER**

On a motion by Annette Perkins, seconded by Doug Marrs, and carried; IT WAS RESOLVED, that Mary W. Biggs be and hereby is elected Secretary-Treasurer of the Montgomery County Public Service Authority until term expiration date of February 17, 2010, or until the election of her successor.

The vote on the foregoing motion is as follows:

AYE
John Muffo
Gary Creed
Annette Perkins
Doug Marrs
Mary Biggs
James Politis

NAY

ABSENT
William Brown

PUBLIC ADDRESS SESSION

Steve Semones, Balzer Associates, addressed the Board concerning water for a medical office building located at 812 Davis Street. He is requesting that the Public Service Authority allow the builders to connect to the Town of Blacksburg's water system. The Town of Blacksburg has agreed to provide water, and the fees assessed will be for out of Town customers.

CONSENT AGENDA

On a motion by Mary Biggs, seconded by Doug Marrs, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the Consent Agenda, dated February 2, 2009.

The vote on the foregoing motion is as follows:

AYE
John Muffo
Gary Creed
Annette Perkins
Doug Marrs
Mary Biggs
James Politis

NAY

ABSENT
William Brown

**APPROVAL OF MINUTES
JANUARY 5, 2009**

On a motion by Mary Biggs, seconded by Doug Marrs, and carried; IT WAS RESOLVED, that the Public Service Authority hereby approves the minutes dated January 5, 2009.

USE OF BOARD DESIGNATED RESERVE FUNDS FOR THE MID-COUNTY SANITARY SEWER PROJECT

R09-02-4

RESOLUTION AUTHORIZING DIRECTOR TO USE BOARD DESIGNATED RESERVE FUNDS FOR THE MID-COUNTY SANITARY SEWER PROJECT – AMOUNT NOT TO EXCEED \$50,365

On a motion by James Politis, seconded by Annette Perkins, and carried; IT WAS RESOLVED, that the Public Service Authority hereby authorizes the Director to use Board Designated Reserve Funds for the Mid-County Sanitary Sewer Project, in an amount not to exceed \$50,365.00; and, that invoices will be submitted to the Virginia Department of Transportation for reimbursement to the Reserve Fund account.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
John Muffo		William Brown
Gary Creed		
Annette Perkins		
Doug Marrs		
Mary Biggs		
James Politis		

R09-02-5

RESOLUTION APPROVING COMMITMENT OF \$12,500 TO VDOT FOR THE ROUTE 114/NEW RIVER BRIDGE CASINGS

On a motion by Doug Marrs, seconded by Mary Biggs, and carried; IT WAS RESOLVED, that the Public Service Authority hereby agrees to participate in the Virginia Department of Highways Route 114/New River Bridge Casing Project for a total of \$12,500; and, that payment would not be made until the Board allocates expenditures at the completion of the project.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
John Muffo		William Brown
Gary Creed		
Annette Perkins		
Doug Marrs		
Mary Biggs		
James Politis		

FINANCIAL REPORT

The Financial Report for period ending January 31, 2009 was presented for review and discussion.

DIRECTOR'S REPORT

The Director discussed the following items:

1. Monthly Activities Report
The January 2009 report was presented for review and discussion.
2. Second Quarter Fiscal Year 2009 Cash Balance Graph
The Director presented a graph of total water and sewer accounts cash balances for all workdays from July 1, 2008 to December 30, 2008.

3. Second Quarter Fiscal Year 2009 Water Purchase to Sales Comparisons
The Director presented charts of water purchase to sales comparisons for the period from July 1, 2008 to December 30, 2008.
4. Second Quarter Fiscal Year 2009 Sewer Purchase to Sales Comparisons
The Director presented charts of sewer purchase to sales comparisons for the period from July 1, 2008 to December 30, 2008.
5. Request to Place Inserts in Utility Bill Mailings
The PSA received a request from the Christiansburg Rescue Squad relative to placing a recruitment flyer in the utility bill mailings. In the past, the PSA has denied requests for product advertisements. The cost that would be charged by our current contractor handling our billing would be 5.5 cents per sheet. The PSA did not immediately deny this request, but did inform the caller that we have denied previous requests of this nature and that I would bring this issue to the PSA Board of Directors for consideration.
6. Prices Fork Water System Supply
On January 21, 2009 the PSA switched over to the backup water supply from the Town of Blacksburg as the RAAP was unable to overcome their water system leaks while maintaining adequate supply to the PSA. A public notification was published in the Current Section of the Roanoke Times on January 21, 2009 and all involved parties were notified of the change.
7. Gantt Drive Request to Reduce Water and Sewer Facility Fees
During the January 5, 2009 PSA BOD meeting, a property owner on Gantt Drive who had been receiving water and sewer service from the PSA without paying made a request for reduction of the PSA water and sewer facility fees. The PSA found this unknown water and sewer service during the ongoing water loss study in Plum Creek and disconnected it after discovery. The PSA did not grant a reduction in the facility fees but did allow a modified installment payment plan.
The property owner was notified of the PSA BOD decision by letter dated January 12, 2009. Recently the property owner stopped by the PSA Office for information relative to reactivating his well and septic system.
Staff is moving to locate and disconnect the existing sewer lateral to the property to prevent the potential entry of extraneous groundwater into the public sewer system.
8. Blacksburg-VPI Sanitation Authority Report
The Blacksburg-VPI Sanitation Authority (BVPIISA) commissioned a report to address inflow and infiltration (I&I) and rate/billing structure as a response to the PSA Director's questions raised during several BVPIISA meetings. The report was presented to the BVPIISA Board during its November meeting. While this report contained material errors and unsubstantiated references relative to calculation of the excessiveness of the I&I and actual sewer rates paid by the users, it was accepted by the BVPIISA Board. There was a request by one of the Blacksburg Board Members to continue to review the rate structure with the possibility of future adjustments.
9. VDH Planning Grant for the Plum Creek Water System Leak Study
Staff was notified by letter dated January 12, 2009 (received 1/20) that we have been selected for award of a Virginia Department of Health Planning/Design Grant in the amount of \$35,000 to perform leak/loss study and improvements in the Plum Creek water system.
10. Elliston Elementary School Project
The Director has issued a partial approval for this project so that they may begin work on the public water, gravity sewer and off-site sewer force main. The sewer pump station is pending additional review.
11. McCoy Road Water Main Break and Customer Inquiry
The PSA experienced a 6" water main break along McCoy Road in the early hours of January 8, 2009. Staff was alerted of the event by an attentive water operator at the RAAP and valved off the water break in short order with a minimum loss of water. Repairs were made later that day.
This was the fourth or fifth water main break in this section in the last 4 years. The pipe material is thin wall plastic and more than 30 years old. Board Member Brown and I received inquiries from a customer in this area about the recent and past water breaks and follow-up actions.

12. **PSA Holiday Gift Cards**
The PSA has for many years given \$20 gift cards to all employees for Christmas. This expenditure is included in the annual PSA budget under the Employee Functions line item at a cost of \$560 to \$600 per year. This year, the Finance and Human Resources Departments have raised concerns about these gift cards. Finance included the gift cards in the employee's W-2 as a benefit and Human Resources indicated that issuance of these gift cards does not follow the intent of the County pay plan and creates a potential discrepancy with County departments.
13. **Water and Sewer Easement Issues**
Staff recently encountered a water line outside of an easement in the Springview Subdivision in the course of marking a water line in response to a "Miss Utility" call. While investigating the easements in the area, staff also found a sewer line that was not in a public easement. We determined that the approved plans, circa 2001/2002, were changed and that sections of water and sewer lines were installed in areas other than shown on the plans. Staff met with the developer, engineer and contractor to review and none knew of the reason for the lack of easements. We will pursue easement acquisition for the water and sewer lines.
14. **Prices Fork Water Break**
On Saturday January 10, 2009, PSA Staff was notified of a water break on Old Fort Road within the Montgomery Farms section of the Prices Fork water system. Upon excavation it was determined that the leak was from a 1" water service line under the pavement which was not connected to any water meter service. The crew turned the water off at the valve (corporation stop) at the service saddle. The record drawings for this section did not show this service line and we had no indication of its existence. This was a major water leak of about 50,000 gallons per day. PSA staff had been inspecting this system looking for a major leak. This leak was coming up under the road pavement, flowing down gradient about 200 feet into a culvert pipe/ditch and ending up into a pond about 200 feet from the road.

AUTHORITY MEMBERS' REPORT

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| Member Muffo | -Discussed Mr. StClair, Gantt Drive, and felt that the Public Service Authority should bill him the minimum for water and sewer use for the time that he has owned the property, and to check with the Health Department to see if his water and sewer system was a viable one. The Board concurred with Mr. Muffo's recommendations and instructed the PSA Director to send Mr. StClair another letter requesting the minimum water/sewer use for the period of time he has owned the property and to check with the Health Department to see if Mr. StClair has a viable water/sewer system. |
| Member Biggs | -Raised the issue relative to the Davis Street Medical Center. After much discussion, the Board concurred that the Developer should adhere to the original proffer to extend water utilities to the Davis Street Medical Center. |

ADJOURNMENT

On a motion by Mary Biggs, seconded by Annette Perkins, and carried; IT WAS RESOLVED, that the Public Service Authority does hereby adjourn to the next meeting scheduled for March 2, 2009.

The vote on the foregoing motion is as follows:

AYE	NAY	ABSENT
John Muffo		William Brown
Gary Creed		
Annette Perkins		
Doug Marrs		
Mary Biggs		
James Politis		